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Forsyth Library Course Reserve, Electronic Reserve, and Video on Demand brochure

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Forsyth



Library

**Course Reserve
Electronic Reserve
Video on Demand**

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ELECTRONIC RESERVE

(E-RES)

Electronic reserve allows off-campus digital access to materials placed on Electronic reserve by instructors. The student only needs access to a computer with internet capability, access to the FHSU Web-site, an active Scatcat (FHSU student e-mail) account and the password provided by the course instructor.

Electronic reserve provides the students access to materials 24 hours a day, 7 days a week.

These materials are scanned and linked to the Electronic reserve Quick Link by instructors' name and is found on the Forsyth Library web site. They can include:

- Entire books (from NetLibrary)
- Book chapter (1-2 per book)
- Entire journal if available on line
- Journal (1-2 articles per journal)
- Articles (
- Exams
- Class

NOTE: Computers vary and it may take longer for items to download on some than on others. It is necessary to have Adobe Acrobat installed in order to access files. Adobe Acrobat is available free of charge on the web.

COURSE RESERVES

All materials the instructor places on traditional course reserve are for use by students enrolled in the course. This gives more students the opportunity to use the materials.

This can include the following:

- Books (personal copies/library copies)
- Book chapters (photocopies)
- Journals
- Journal articles (photocopies)
- Exams
- Class notes
- Videos (personal copies/library copies)
- CD-ROMs
- DVDs

Reserve Loan Periods vary from:

- 30 minutes
- 1 hour
- 2 hour
- 4 hour
- 1 day
- 3 day
- 1 week
- 2 weeks

We recommend that any materials likely to be in high demand be placed on 30 minute or 1 hour reserve.

VIDEO ON DEMAND

Video on demand allows off-campus digital access to videos assigned by instructors for course viewing. The student needs only to have access to a computer with internet capability, access to the FHSU Web-site, an active Scatcat (FHSU student e-mail) account and the Password provided by the course instructor.

Video on demand provides the students access to materials 24 hours a day, 7 days a week.

Library copy videos/DVDs are encoded and linked to the Video on Demand Quick Link on the Forsyth Library web page.

Instructor personal copy Videos/DVDs are encoded and linked to the Electronic Reserve Quick Link by instructors' name on the Forsyth Library web page

NOTE: Computers vary and it may take longer for some to download materials. Average download time is 5 minutes or less. It is necessary to have RealPlayer installed on your computer in order to access videos. RealPlayer is available free of charge on the web.

NOTE: *Course reserve, electronic reserve and video on demand are items assigned by instructors for classroom use and are meant to be used for academic purposes only.*

COPYRIGHT

The first semester that materials are processed for traditional reserve or posted on the electronic reserve site will be considered "fair use" if they are a single article or a reasonable selection from a book. When instructors bring the material in, they will need to specify if they may be using it the following semester or the next year on the Reserve/E-Res form.

For permission needs, Forsyth Library Reserve department does instructors' paperwork for all items placed on electronic reserve.

Instructors provide contact information:

- Copy of title page of book material is provided from
- Copy of the publisher information from books for chapters
- Copy of cover of journal material is provided from
- Copy of publisher information from journals for articles

NOTE: Permission must be obtained for materials submitted for continued use and cannot be posted until permission is given. This may take up to 2-3 months. We must comply with the law and get permission for repeated use.

Software and Photocopy Warning Notice

Warning of Copyright Restrictions

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